

Requirements & Instructions for a Plumbing License

1. Completed Application: To be filled **in person**, together with:

- a. A check for the application fee of \$50.00 made payable to the Town of Huntington: and
- b. Two passport-quality photographs

Note: The Master License application includes two vouchers to be signed by licensed and registered plumbers, one of whom must be licensed by the Town of Huntington. (Not required for Reciprocal Applications.)

2. Fees: Fees must be paid by check, money order or credit card. Cash will not be accepted.

- a. The \$50.00 application fee allows the applicant to take the examination twice
- b. A fee of \$95.00 upon the issuance of the license

Note: The application fee and the initial license fee constitute the total fee for the first year

3. Examination for License: Established by the Plumbing Licensing Board. An applicant for a Master Plumber's License will first be interviewed by the Plumbing Board to determine that the applicant is qualified to take the examination. At the applicant has the **necessary five years of plumbing experience**. This proof shall consist of the applicant's W-2 forms from the plumbing establishment (s) for which the applicant worked for the required time. The W-2 forms must show earnings consistent with full-time employment.

- a. **Written Test** (when applicable) requires a minimum passing grade of 75%
- b. **Practical Test** (when applicable) – Not required for reciprocal applications- All parts must be passed for a Master Plumber's License. Re-testing is required only for the fail parts.

4. Insurance requirements:

a. **Coverage:**

- i. Minimum \$500,000 for any one accident
- ii. Minimum \$250,000 for any one person: and
- iii. Minimum \$100,000 for property damage

b. **Certificate:**

- i. The insurance certificate is to be **an original** (not a copy) and **MUST** list the Plumber's name in the insured area. A company or corporate name is not acceptable because the individual holds the license, not a company. The certificate holder **MUST** list the Town of Huntington, in care of the Plumbing Office.

5. Reciprocal License: Applies to a Master Plumber's License Only

The examinations are waived for Reciprocal License. The Town of Huntington has reciprocal licensing agreements with the following:

- a. **Application:** complete the front (or first) page of the application only (the vouchers are not required) and include:
 - i. The application and licensing fees (\$145.00 total as explained above)
 - ii. Two passport –quality photographs
 - iii. A photocopy of the driver’s license
 - iv. The insurance certificate (as explained above)
- b. **Reciprocal Jurisdiction:**
 - i. The applicant must furnish a copy of the original Master Plumber’s License and certificate of competency. The applicant also must submit an original, current letter of good standing issued by the licensing jurisdiction. The letter shall set forth that the applicant maintains either the principal place of business or of residency in the licensing jurisdiction.

Note: The applicant must be duly licensed for at least one year in the reciprocal jurisdiction before submitting the application for a reciprocal license.

6. Renewal:

- a. Term: Three years
- b. Fee: \$50.00 per year (\$150.00 for full renewal)
- c. Additional requirements:
 - i. Two passport-quality photographs
 - ii. An original updated Certificate of insurance

7. Limited License: There is a separate application form for a limited plumber’s License to be submitted in person with the \$50.00 fee and the two passport-quality photographs

- a. **Interview:** The applicant will interviewed by the Plumbing Board to determine that the applicant is qualified to take the examination. At the interview, the applicant shall supply proof to the satisfaction of the plumbing board that the applicant has at least three years of plumbing experience in the selected field. This proof shall consist of the applicant worked for the required time. The W-2 forms must show earnings consistent with full-time employment
- b. **Written test:** The minimum passing grade is 75%
- c. **Insurance:** An insurance certificate is required. See item 4 above
- d. **Fee & Renewal:** The license fee for and renewal of a limited license are the same as for a Master License. See items 2 & 6 above

8. Shelving:

- a. A license may be “shelved” or kept in an active status by payment of the regular renewal fee of \$50.00 for one year. No insurance coverage is required while a license is “shelved” , but the plumber cannot apply for a plumbing permit